



Mission: To support community residents in growing and accessing healthy food in order to reconnect with the land and each other.

www.edibleflint.org

Edible Flint, P. O. Box 45, Flint, Michigan 48501

Program Director

Job Posting – Edible Flint Program Director

Organizational description

Edible Flint formed in 2009 following a number of community conversations around healthy food access and community vitality. Edible Flint is now a 501(c) 3 non-profit organization whose mission is to support residents in growing and accessing healthy food in order to reconnect with the land and each other. Edible Flint collaborates with individuals and institutional partners and consists of community work groups and a Leadership Board who are responsible for conducting the work of the organization by addressing specific issues and opportunities in our local food system.

For more information about Edible Flint, visit our website: www.edibleflint.org

Job Summary

The Edible Flint Program Director is a full-time, salaried position. The Program Director will manage and support both the internal and external programming and communications of Edible Flint. This individual will also be responsible for grant writing and fundraising to ensure Edible Flint programming is sustained. This position will manage AmeriCorps service member(s), community volunteers, and any future Edible Flint staff. They will work collaboratively with work groups to promote and support programming and events. The Program Director will be located in Flint, MI and will report to the Leadership Board of Edible Flint.

Responsibilities and Duties

- Manage all Edible Flint programs collaboratively with work group leaders and volunteers, including the Educational Farm, Garden Starters, Access and Education, and the Food Garden Tour
- Supervise AmeriCorps member(s) and volunteers
- Participate in the development of vision with the Leadership Board
- Lead organizational fund development efforts, grant writing, and planning for organizational growth and sustainability
- Provide leadership in existing and emerging community partnerships
- Maintain organizational records, forms, and policies including implementation and/or supervision of financial record keeping
- Guide public relations and communication, including social media
- Participate in and model strategic leadership and implementation of board-directed initiatives

- Perform other duties as assigned/necessary.

Required

- Knowledge of Food Systems and Flint community and have a commitment to urban gardening
- Strong verbal and written communication skills including media training and public speaking
- Demonstrated experience and success with grant and proposal writing
- Strong project management skills and experience in managing grant-funded programs and budgets
- Self-motivated, able to manage multiple tasks and deadlines
- Ability to work with diverse groups of people
- Proficiency with computer programs and software systems, specifically word processing and illustration/design
- Have a flexible schedule for seasonal deadlines

Preferred Qualifications

- Associates or bachelor's degree in public health, food science, agriculture, non-profit management, public administration, or related field with significant coursework/experience in communications, public relations, or journalism. Will consider upper-level students and/or professional experience in lieu of a degree.

Compensation: \$46,000

To apply: Submit cover letter and résumé indicating relevant experience to info@edibleflint.org or mail to: Edible Flint, P. O. Box 45, Flint, Michigan 48501

Application Deadline: July 22, 2022

Position start date: August 2022

For questions, contact Raven Mathews at 810-275-7069 or email info@edibleflint.org

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